

Memorandum

To: All MMS Employees Nationwide

From: Robert E. Brown  
Associate Director for Administration and Budget

Subject: Emergency Leave Transfer Program

In an effort to aid employees impacted by Hurricane Katrina, the President has directed the Office of Personnel Management (OPM) to establish an Emergency Leave Transfer Program (ELTP). To further support our fellow Department of the Interior (DOI) employees Minerals Management Service (MMS) is participating in the program and has established implementing procedures by which employees may either donate annual leave to those adversely affected by Hurricane Katrina or request to be a leave recipient.

Employees who wish to donate unused annual leave to those affected by the hurricane may voluntarily submit the attached OPM Form 1638, Application to Become a Leave Donor Under the ELTP, also available at <http://www.opm.gov/forms/html/emerg.htm> . The request should be routed through the ELTP coordinator in the headquarters Servicing Human Resources Office (SHRO). The cutoff date for all annual leave donations under the ELTP is January 30, 2006. Those employees wishing to donate their use or lose annual leave must do so by January 7, 2006. Donations made after January 7, 2006 will be deducted from the employees 2006 leave balance.

Employees who were adversely affected by Hurricane Katrina or must care for family members who were adversely affected may apply for donated leave under the ELTP. Employees are not required to exhaust other available leave before receiving donated leave under the ELTP.

In order to become a recipient of donated leave the employee must submit the attached OPM Form 1637, Application to Become a Leave Recipient Under the ELTP, also available at <http://www.opm.gov/forms/html/emerg.htm>. The request should be routed through the employee's supervisor for approval and then to the headquarters Servicing Human Resources Office. A detailed explanation as to the nature and severity of the emergency must be stated in block 7 of the form. Additionally, each applicant must also state the amount of donated leave he/she is requesting in block 7.

Please see the attached DOI Personnel Bulletin No. 06-03 for more detailed information on the ELTP. The designated point of contact for the ELTP in MMS is Diana Takagi, telephone (703) 787-1409. Forms should be mailed to her attention at the following address: Minerals Management Service, 381 Elden Street, MS-2400, Herndon, VA 20170-4817.